

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-758

Page of

Agency

Division/Unit

1

2

MONTGOMERY COUNTY SHERIFF'S OFFICE

WARRANT/FLUGITIVE

Item No.	Description	Retention
1	<p>COURT ORDERED EXPUNGEMENT OF RECORDS</p> <p>(1) MANILA ENVELOPE CONTAINING ASSORTED PAPERWORK INVOLVING THE ARREST OF AN INDIVIDUAL PURSUANT TO AN ARREST WARRANT OR BODY ATTACHMENT ISSUED BY THE CIRCUIT COURT OR DISTRICT COURT FOR MONTGOMERY COUNTY IN THE STATE OF MARYLAND. THIS INCLUDES PHOTOS, FINGERPRINTS, WORK SHEETS OF ATTEMPTS OF SERVICE, SUMMARIES, NOTES AND ANY OTHER DOCUMENTS PERTAINING TO THIS CASE NUMBER OF THE EXPUNGEMENT ORDER.</p> <p>See other side -</p>	<p>3 YRS. AFTER THE DATE ORDERED BY THE COURT OF THE EXPUNGEMENT. ALL DOCUMENTS INVOLVED TO BE SHREDDED AT THE LOCAL LEVEL</p>

Schedule Approved by Department,
Agency,
or Division Representative.

Date

Signature

Typed Name N. GREEN

Title CAPTAIN CRIMINAL DIVISION

Schedule Authorized by State Archivist

SEP 4 1996

Date

Signature

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. **C-758**

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Agency

MONTGOMERY COUNTY SHERIFF'S OFFICE

Division/Unit

WARRANT/FUGITIVE

Item No.	Description	Retention
2	<p>CLOSED WARRANTS AND BODY ATTACHMENTS</p> <p>(1) FILE FOLDER CONTAINING ASSORTED PAPERWORK INVOLVING THE ARREST OF AN INDIVIDUAL PURSUANT TO AN ARREST WARRANT OR BODY ATTACHMENT ISSUED BY THE CIRCUIT COURT OR DISTRICT COURT FOR MONTGOMERY COUNTY IN THE STATE OF MARYLAND. THIS INCLUDES PHOTOS, FINGERPRINTS, WORK SHEETS OF ATTEMPTS OF SERVICE, SUMMARIES, NOTES AND ANY OTHER DOCUMENTS PERTAINING TO THIS CASE NUMBER.</p>	<p>3 YRS. AFTER THE LAST ACTION ORDERED BY THE COURT. ALL DOCUMENTS INVOLVED TO BE SHREDDED AT THE LOCAL LEVEL</p>
3	<p>CLOSED COMMITMENTS</p> <p>(1) FILE FOLDER CONTAINING THE COURT ORDERED INCARCERATION OF AN INDIVIDUAL TO OUR LOCAL CORRECTIONAL INSTITUTION OR TO THE DEPARTMENT OF CORRECTIONS FOR THE STATE OF MARYLAND.</p>	<p>3 YRS. AFTER THE DATE OF THE ORDERED SENTENCE IS COMPLETED.</p>

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 3

Department/Agency
**MONTGOMERY COUNTY
SHERIFF'S OFFICE**

2. Division
CRIMINAL DIVISION

3. Unit
**WARRANT-
FUGITIVE**

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
CLOSED WARRANTS AND BODY ATTACHMENTS

5. Earliest Year/Latest Year
93 to 96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

ALL THE PAPERWORK INVOLVED IN THE ARREST OF A SUBJECT, PHOTO, FINGERPRINTS, ARREST REPORTS, DETAINERS, INFORMAL NOTES, ADDITIONAL COURT ORDERS, WORK SHEETS, EXTRADITIONS, GOVERNORS WARRANTS, AND ALL COMPUTER DATA GENERATED FROM LOCAL INFORMATION BASES, MILES AND NCIC.

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ 1 Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

71

Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

250

Number

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify)

FILES

11. File is Used

- ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

3 ☐ Month(s) ☒ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)

OFFICE

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
☐ Yes ☒ No

15. Access Restrictions

- ☒ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. Recommended Retention

N/A

Name and Title of Preparer

LT. G.R. HAYS

20. Telephone Number

301/217-7097

21. Date

07/26/96

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>3</u>	
Department/Agency MONTGOMERY COUNTY SHERIFF'S OFFICE		2. Division CRIMINAL DIVISION		3. Unit WARRANT- FUGITIVE	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title COURT ORDERED EXPUNGEMENT OF ARREST				5. Earliest Year/Latest Year <u>93</u> to <u>96</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. ALL THE PAPERWORK INVOLVED IN THE ARREST OF A SUBJECT, PHOTO, FINGERPRINTS, ARREST REPORTS, DETAINERS, INFORMAL NOTES, ADDITIONAL COURT ORDERS, WORK SHEETS, EXTRADITIONS, GOVERNORS WARRANTS, AND ALL COMPUTER DATA GENERATED FROM LOCAL INFORMATION BASES, MILES AND NCIC.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> 1 Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>12</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ FILES	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) LT. OFFICE			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) Yes No NOTEBOOK			18. Recommended Retention <p style="text-align: center; font-size: 1.2em;">PERMENENT</p>		
Name and Title of Preparer LT. G.R. HAYS		20. Telephone Number 301/217-7097		21. Date 07/26/96	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency
**MONTGOMERY COUNTY
SHERIFF'S OFFICE**

2. Division
CRIMINAL DIVISION

3. Unit
**WARRANT-
FUGITIVE**

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

CLOSED COMMITMENTS TO LOCAL & STATE CORRECTIONS DEPT.

5. Earliest Year/Latest Year

93 to 96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

THE COMMITMENTS ISSUED BY THE COURT FOR DEFENDANTS TO SERVE A SENTENCE IN THE LOCAL OR STATE DEPARTMENT OF CORRECTIONS WHICH WERE FILED AS DETAINERS AGAINST THE DEFENDANT INCARCERATED AT ANOTHER INSTITUTION. AT A LATER TIME PICKED UP AND TRANSPORTED TO THAT FACILITY.

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☒ Alphabetical
☐ Numerial
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

1

Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

50

Number

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify) _____

FILES

11. File is Used

- ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

3
Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

OFFICE

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
☐ Yes ☒ No

15. Access Restrictions

- ☒ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. Recommended Retention

N/A

Name and Title of Preparer

LT. G.R. HAYS

20. Telephone Number

301/217-7097

21. Date

07/26/96